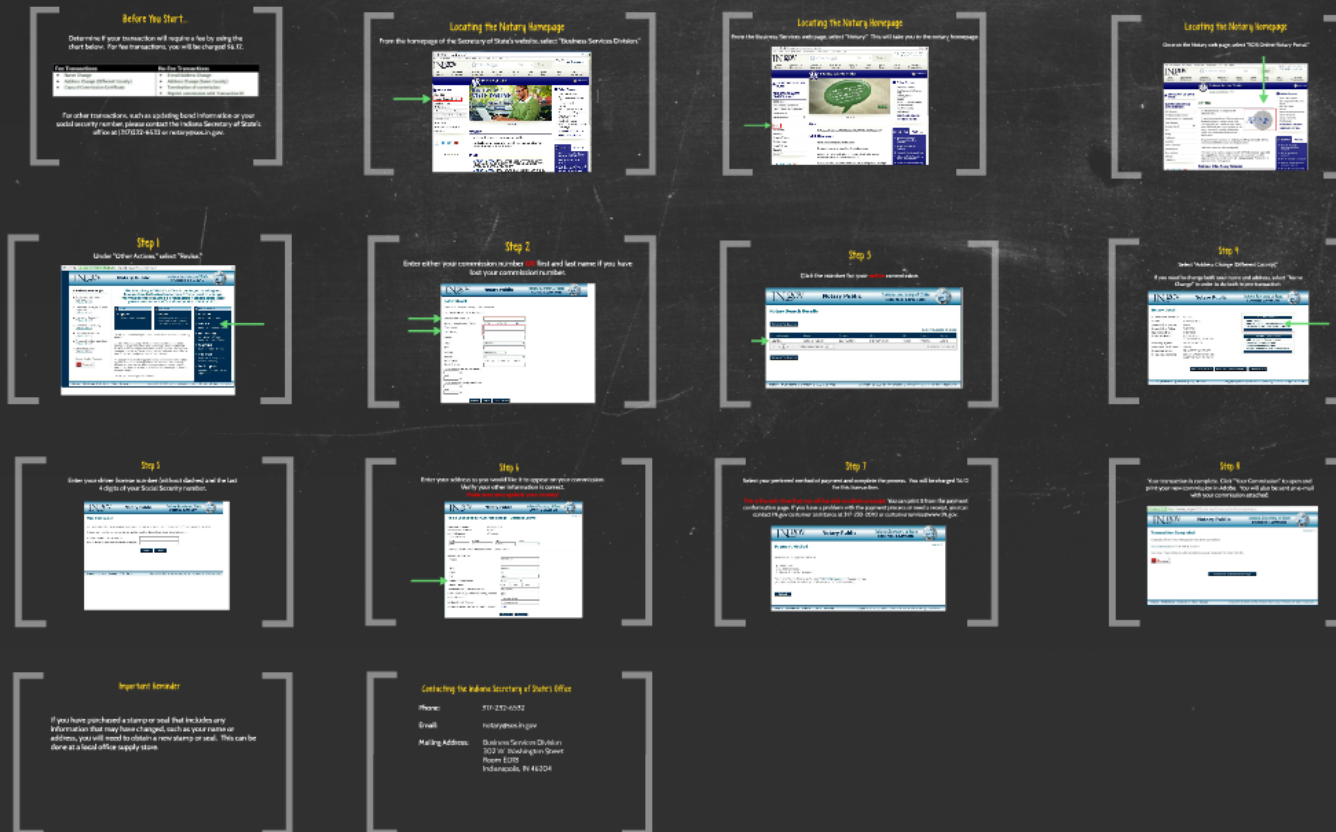


Revise Your Commission – Address Change (Different County)



Please view this Prezi in full screen mode.

Revise Your Commission – Address Change (Different County)

Before You Start...


Determine if your transaction will require a fee by using the chart below. For fee transactions, you will be charged \$6.12.

Fee Transactions	Not Fee Transactions
Address Change (Different County)	Address Change (Same County)
Notary Commission Renewal	Notary Commission Renewal
Notary Commission with Transaction Fee	Notary Commission with Transaction Fee

For other transactions, such as updating board information or your social security number, please contact the Indiana Secretary of State's office at (317) 232-6532 or notary@sos.in.gov.


Locating the Notary Homepage

From the homepage of the Secretary of State's website, select "Business Services Division."




Locating the Notary Homepage

From the Business Services web page, select "Notary." This will take you to the notary homepage.




Locating the Notary Homepage

Once on the Notary web page, select "Tools & Online Notary Portal."




Step 1

Under "Other Actions" select "Revise."




Step 2

Enter either your commission number or first and last name if you have lost your commission number.



Step 3


Click the number for your action commission.



Step 4


Select "Notary Change (Different County)".

If you need to change both your name and address, select "Name Change & Address" to do both in one transaction.



Step 5


Enter your driver license number (without dashes) and the last 4 digits of your Social Security number.



Step 6

Enter your address as you would like it to appear on your commission. Verify your other information is correct.


Please note you cannot update your email!



Step 7


Select your preferred method of payment and complete the process. You will be charged \$6.12 for this transaction.

This is the only time that you will be able to select a county! You can print a form the payment confirmation page. If you have a problem with the payment process or need a receipt, you can contact the customer assistance at (317) 232-2000 or customer@sos.in.gov.



Step 8

Your transaction is complete. Click "Your Commission" to open and print your new commission in Adobe. This will also be sent as a mail with your commission attached.



Important Reminder

If you have purchased a stamp or seal that includes any information that may have changed, such as your name or address, you will need to obtain a new stamp or seal. This can be done at a local office supply store.

Contacting the Indiana Secretary of State's Office

Phone: 317-232-6532

Email: notary@sos.in.gov

Mailing Address: Business Services Division
302 W. Washington Street
Room E018
Indianapolis, IN 46204

Please view this Prezi in full screen mode.

Before You Start...

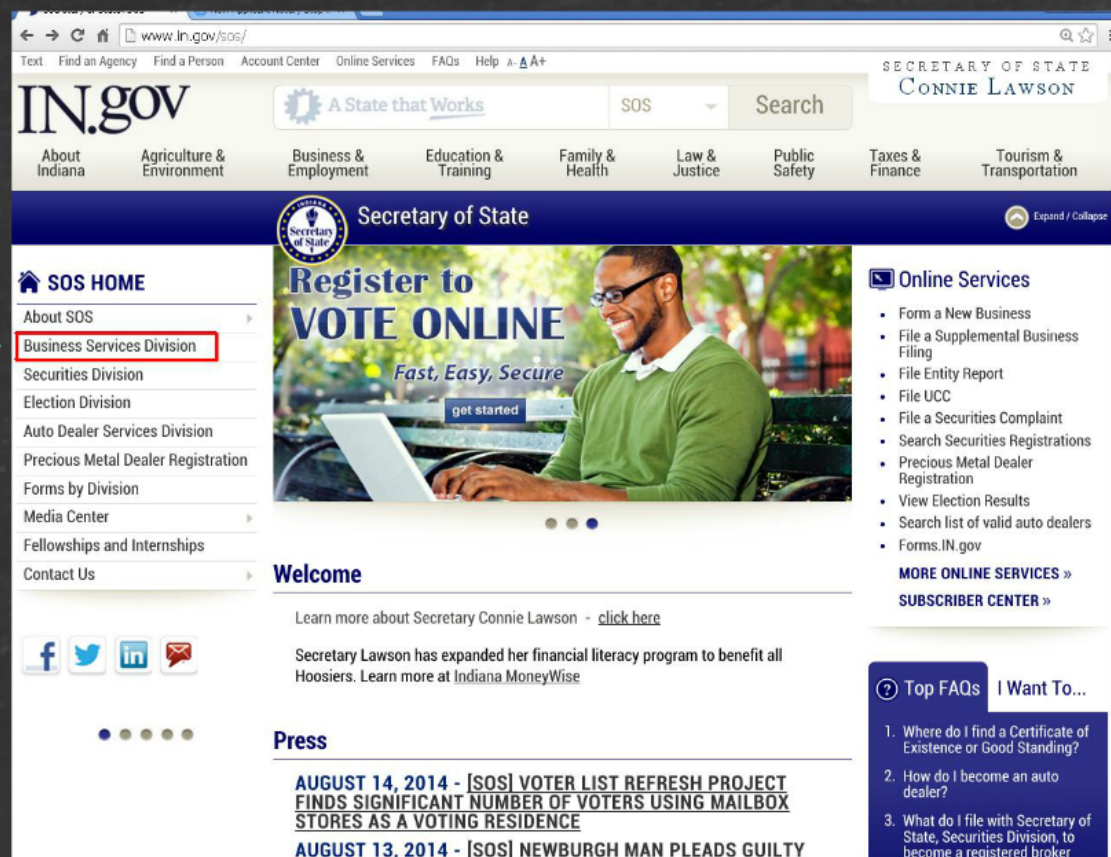
Determine if your transaction will require a fee by using the chart below. For fee transactions, you will be charged \$6.12.

Fee Transactions	No-Fee Transactions
<ul style="list-style-type: none">• Name Change• Address Change (Different County)• Copy of Commission Certificate	<ul style="list-style-type: none">• E-mail Address Change• Address Change (Same County)• Termination of commission• Reprint commission with Transaction ID

For other transactions, such as updating bond information or your social security number, please contact the Indiana Secretary of State's office at (317)232-6532 or notary@sos.in.gov.

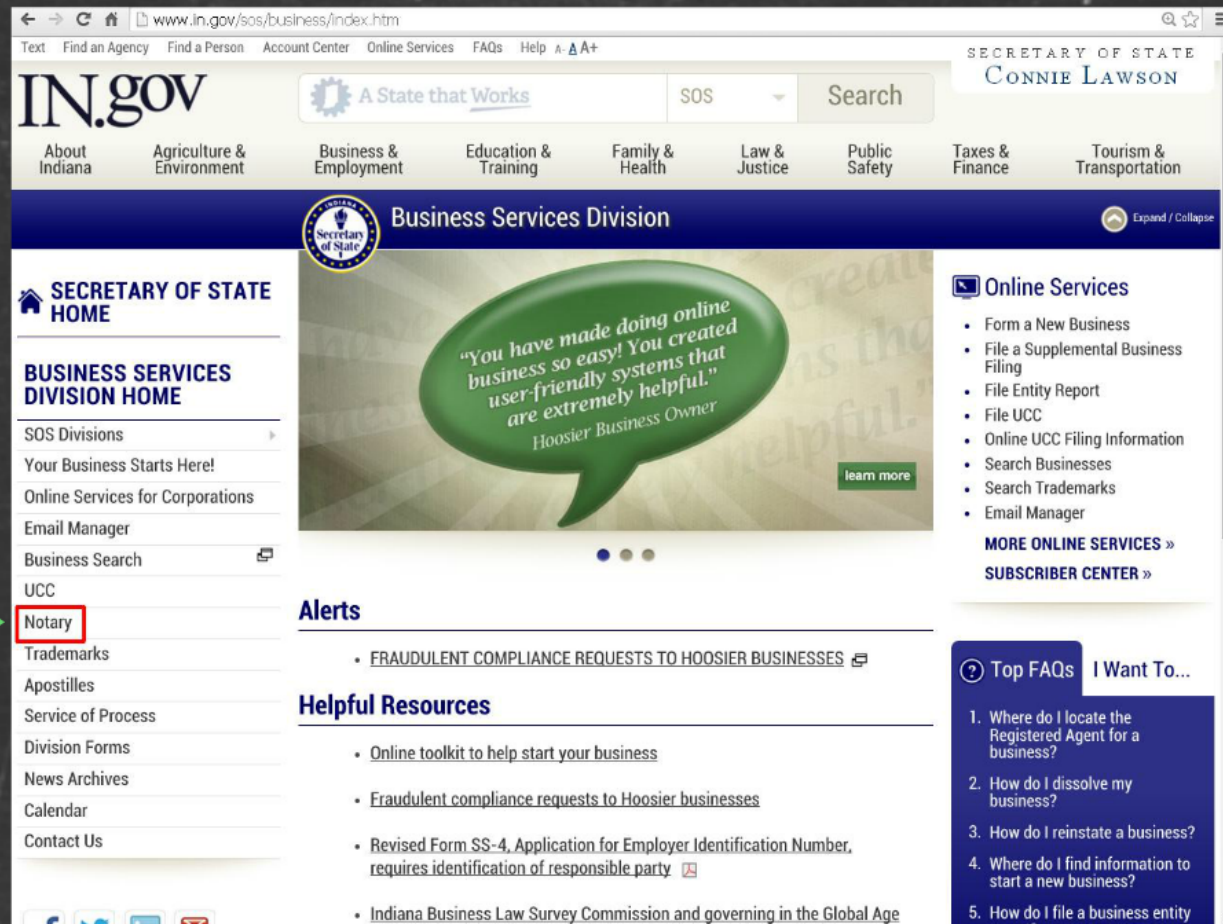
Locating the Notary Homepage

From the homepage of the Secretary of State's website, select "Business Services Division."



Locating the Notary Homepage

From the Business Services web page, select "Notary." This will take you to the notary homepage.



The screenshot shows the IN.gov Business Services Division homepage. A green arrow points to the "Notary" link in the left sidebar under the "BUSINESS SERVICES DIVISION HOME" section. The sidebar also includes links for SOS Divisions, Your Business Starts Here!, Online Services for Corporations, Email Manager, Business Search, UCC, Trademarks, Apostilles, Service of Process, Division Forms, News Archives, Calendar, and Contact Us. The main content area features a banner with a quote from a Hoosier Business Owner: "You have made doing online business so easy! You created user-friendly systems that are extremely helpful." Below the banner are sections for Alerts, Helpful Resources, Online Services, and Top FAQs. The Online Services section lists various business filing options, and the Top FAQs section lists common questions about business registration and dissolution.

IN.gov A State that Works SOS Search

SECRETARY OF STATE
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About Indiana Agriculture & Environment Business & Employment Education & Training Family & Health Law & Justice Public Safety Taxes & Finance Tourism & Transportation

Business Services Division Expand / Collapse

SECRETARY OF STATE HOME

BUSINESS SERVICES DIVISION HOME

SOS Divisions
Your Business Starts Here!
Online Services for Corporations
Email Manager
Business Search
UCC
Notary
Trademarks
Apostilles
Service of Process
Division Forms
News Archives
Calendar
Contact Us

Alerts

- FRAUDULENT COMPLIANCE REQUESTS TO HOOSIER BUSINESSES

Helpful Resources

- Online toolkit to help start your business
- Fraudulent compliance requests to Hoosier businesses
- Revised Form SS-4, Application for Employer Identification Number, requires identification of responsible party
- Indiana Business Law Survey Commission and governing in the Global Age

Online Services

- Form a New Business
- File a Supplemental Business Filing
- File Entity Report
- File UCC
- Online UCC Filing Information
- Search Businesses
- Search Trademarks
- Email Manager

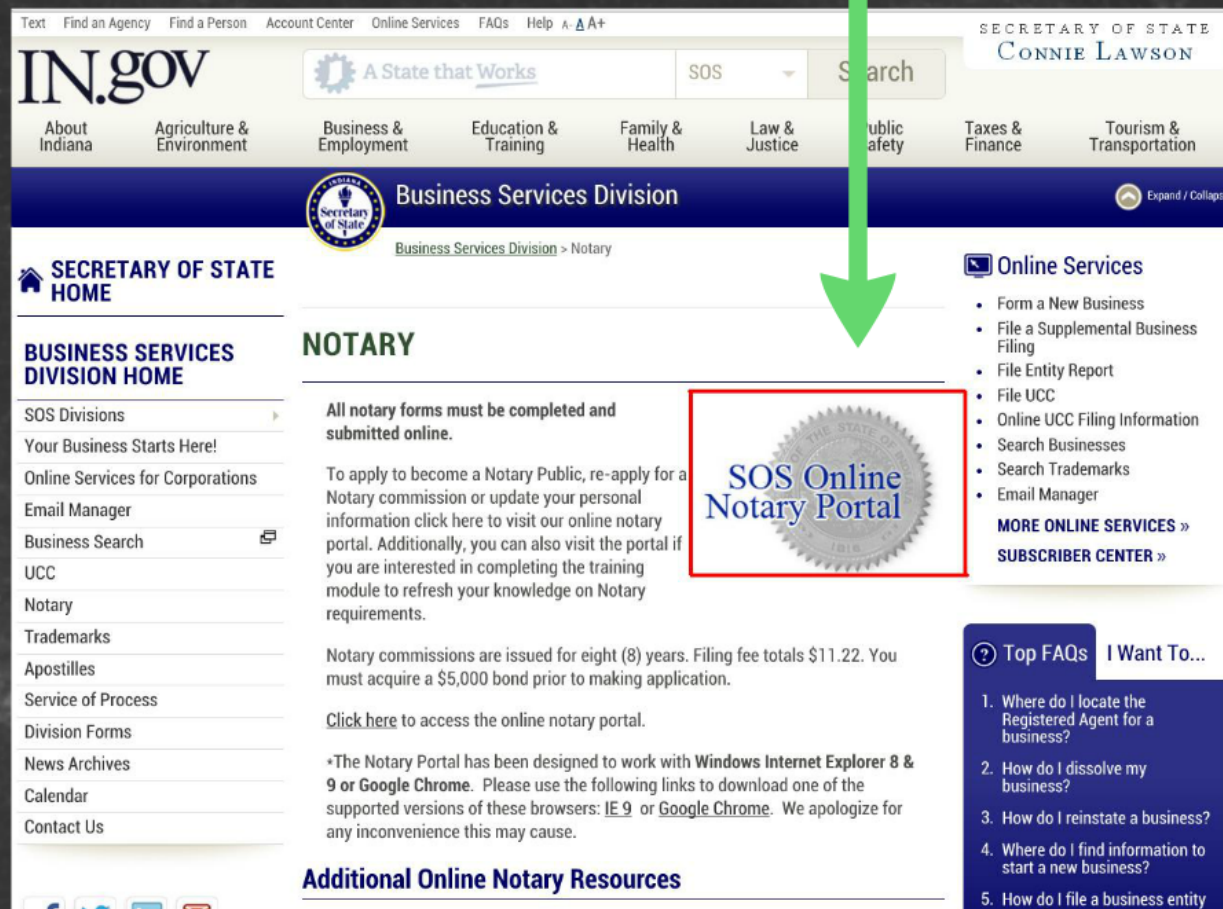
MORE ONLINE SERVICES »
SUBSCRIBER CENTER »

Top FAQs I Want To...

- Where do I locate the Registered Agent for a business?
- How do I dissolve my business?
- How do I reinstate a business?
- Where do I find information to start a new business?
- How do I file a business entity?

Locating the Notary Homepage

Once on the Notary web page, select "SOS Online Notary Portal."



The screenshot shows the IN.gov website. At the top, there is a navigation bar with links like "Text", "Find an Agency", "Find a Person", "Account Center", "Online Services", "FAQs", and "Help". Below this is a search bar with "SOS" entered. The main header features the "IN.gov" logo and a "A State that Works" tagline. A green arrow points from the text above to a red box on the page. The red box highlights the "SOS Online Notary Portal" link, which is accompanied by a circular seal of the State of Indiana. The page is titled "Business Services Division" and "NOTARY". The "NOTARY" section contains text about online forms and a link to the portal. To the right, there is a "Online Services" section with a list of links including "Form a New Business", "File a Supplemental Business Filing", "File Entity Report", "File UCC", "Online UCC Filing Information", "Search Businesses", "Search Trademarks", and "Email Manager". Below this is a "Top FAQs" section with a list of questions.

Text: Find an Agency Find a Person Account Center Online Services FAQs Help A- A+ A+

IN.gov A State that Works SOS Search

About Indiana Agriculture & Environment Business & Employment Education & Training Family & Health Law & Justice Public Safety Taxes & Finance Tourism & Transportation

Business Services Division Expand / Collapse

SECRETARY OF STATE HOME

BUSINESS SERVICES DIVISION HOME

SOS Divisions Your Business Starts Here! Online Services for Corporations Email Manager Business Search UCC Notary Trademarks Apostilles Service of Process Division Forms News Archives Calendar Contact Us

NOTARY

All notary forms must be completed and submitted online.

To apply to become a Notary Public, re-apply for a Notary commission or update your personal information click here to visit our online notary portal. Additionally, you can also visit the portal if you are interested in completing the training module to refresh your knowledge on Notary requirements.

Notary commissions are issued for eight (8) years. Filing fee totals \$11.22. You must acquire a \$5,000 bond prior to making application.

Click here to access the online notary portal.

*The Notary Portal has been designed to work with Windows Internet Explorer 8 & 9 or Google Chrome. Please use the following links to download one of the supported versions of these browsers: IE 9 or Google Chrome. We apologize for any inconvenience this may cause.

Additional Online Notary Resources

Online Services

- Form a New Business
- File a Supplemental Business Filing
- File Entity Report
- File UCC
- Online UCC Filing Information
- Search Businesses
- Search Trademarks
- Email Manager

MORE ONLINE SERVICES »

SUBSCRIBER CENTER »

Top FAQs I Want To...

- Where do I locate the Registered Agent for a business?
- How do I dissolve my business?
- How do I reinstate a business?
- Where do I find information to start a new business?
- How do I file a business entity

Step 1

Under "Other Actions," select "Revise."

← → ↻ State of Indiana [US] https://myweb.in.gov/SOS/notaryapp/ ☆

IN.gov **Notary Public** *Indiana Secretary of State*
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> before you begin

- ✓ To become a Notary, an individual must [\(What's This?\)](#)
- ✓ Determine the type of bond to provide. [\(What's This?\)](#)
- ✓ Payment information. [\(What's This?\)](#)
- ✓ Functions of a Notary. [\(What's This?\)](#)
- ✓ Official Notary Guide. [\(What's This?\)](#)
- ✓ Frequently asked questions. [\(What's This?\)](#)
- ✓ Other Resources. [\(What's This?\)](#)

Adobe Reader Required


1 Start
> apply
Become a Notary Public

2 Resume
> login
Resume your transaction with your Transaction ID and E-mail Address or PIN

3 Other Actions
> search
Search for notaries
> revise
Revise your commission
> get a copy
Get a copy of your commission certificate
> training
Perform notary training
> register
Register to apply via a service company
> bulk upload
Upload a batch of notary applicants

The Secretary of State's office is no longer sending out Transaction Authorization letters. If you need to change information that requires a Transaction Authorization letter please contact our office directly at 317-232-6576.

Thank you for choosing to serve the State of Indiana as a Notary Public!

As part of our ongoing efforts to reduce costs and increase service through innovation and technology, the Secretary of State's office developed the online Notary system. This system accepts new Notary applications, Notary renewals and allows a current Notary to update contact information.

To assist you in rendering professional service our online Notary system includes a training module for Notaries. This training module is a part of the application process or can be used by current Notaries as a way to refresh their knowledge of notary responsibilities.

Thank you for using Online Notary!

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Step 2

Enter either your commission number **OR** first and last name if you have lost your commission number.

**Notary Public***Indiana Secretary of State*
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Notary Search

Please find the commission you'd like to revise.

NOTARY SEARCH CRITERIA

Commission Number:

Notary Name Search Type: ☒ Full ☐ Partial ☐ Both

First Name:

Last Name:

Street:

City:

ZIP:

County:

Status:

Bond Type: ☐ Surety ☐ Freehold ☒ Both

Bond Issuer:

Commissions Issued Between: 



and 

Commissions Expiring Between: 

and 

Step 3

Click the number for your **active** commission.

**Notary Public***Indiana Secretary of State*
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Notary Search Results

[Return To Search](#)[Export Results To Excel](#)

<u>Commission #</u>	<u>Name</u>	<u>Address</u>	<u>City</u>	<u>Zip</u>	<u>County</u>	<u>Status</u>
123456	JOHN Q PUBLIC	123 MAIN ST.	INDIANAPOLIS	46204	MARION	Active

[«](#) [«](#) [1](#) [»](#) [»](#) Notaries per page: 1 Notaries in 1 pages


[Return To Search](#)

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Step 4

Select "Address Change (Different County)."

If you need to change both your name and address, select "Name Change" in order to do both in one transaction.

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Notary Detail

Commission Number:	123456
Name:	JOHN Q PUBLIC
Commission Status:	Active
Commission Date:	9/16/2014
Expiration Date:	9/15/2022
Home Address:	123 MAIN ST. INDIANAPOLIS, IN 46204
Bonding Agent:	ACME Insurance
County of Residence:	Marion
Company Name:	SECRETARY OF STATE
Company Address:	200 W. WASHINGTON ST. INDIANAPOLIS, IN 46204

FEE TRANSACTIONS

- Name Change
- Address Change (Different County)**
- Get a Copy of my Commission Certificate

NO-FEE TRANSACTIONS


- Address Change (Same County)
- Change my E-mail Address
- Terminate my Commission
- Reprint Commission with Transaction ID

[Return To Search](#) [Return to Search Results](#) [View History](#)

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Step 5

Enter your driver license number (without dashes) and the last 4 digits of your Social Security number.

IN.gov **Notary Public** *Indiana Secretary of State*
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User Verification

You have selected a transaction that requires you to verify your identity with the Secretary of State's Notary Public office.

Please enter your Driver's License Number and the last four digits of your Social Security Number.

Indiana Driver's License Number:

Last 4 digits of your Social Security Number:


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Step 6


Enter your address as you would like it to appear on your commission.

Verify your other information is correct.

Make sure you update your county!

**Notary Public**

Indiana Secretary of State
CONNIE LAWSON



Log out »

Name Change and/or Address Change - Different County

Commission Name: JOHN Q PUBLIC
Commission Number: 123456
Expiration Date: 9/15/2022

Applicant Name:

First	Middle	Last	Suffix
<input type="text" value="JOHN"/>	<input type="text" value="Q"/>	<input type="text" value="PUBLIC"/>	<input type="text"/>

Name as it will appear on commission: JOHN Q PUBLIC

HOME ADDRESS:

Street:

City:

State:

ZIP: -

County of Residence:


Home Phone: -

Indiana Driver's License Number:

Last 4 digits of your Social Security Number:

E-mail Address:



Re-type E-mail Address:

Receive e-mails from the Secretary of State? ☐ 

Step 7

Select your preferred method of payment and complete the process. You will be charged \$6.12 for this transaction.

This is the only time that you will be able to obtain a receipt. You can print it from the payment conformation page. If you have a problem with the payment process or need a receipt, you can contact IN.gov customer assistance at 317-233-2010 or customerservice@www.IN.gov.

**Notary Public***Indiana Secretary of State***CONNIE LAWSON**

Payment Method[Log out »](#)

Please select a payment method.

- ☒ Credit Card
- ☐ Electronic Check
- ☐ IN.gov Subscriber Account

*Not currently an IN.gov subscriber? [Get information](#) on becoming one.
(Account activation takes approximately 1 - 2 business days.)*


Select

[Home](#) | [SOS Home](#) | [Contact](#) | [FAQ](#) | [Survey](#)Copyright © 2010 by the Indiana Secretary of State. All rights reserved.

Step 8

Your transaction is complete. Click "Your Commission" to open and print your new commission in Adobe. You will also be sent an e-mail with your commission attached.

of Indiana [US] <https://myweb.in.gov/SOS/notaryapp/Common/PrintCommission.aspx>


IN.gov **Notary Public** *Indiana Secretary of State*
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Transaction Completed [Log out »](#)

Congratulations! Your transaction has been completed.

[Your commission](#) is now ready to print.

You must have Adobe Reader installed on your computer to open this file.



[Return to Notary Home Page](#)

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Important Reminder

If you have purchased a stamp or seal that includes any information that may have changed, such as your name or address, you will need to obtain a new stamp or seal. This can be done at a local office supply store.

Contacting the Indiana Secretary of State's Office

Phone: 317-232-6532

Email: notary@sos.in.gov

Mailing Address: Business Services Division
302 W. Washington Street
Room E018
Indianapolis, IN 46204

Revise Your Commission - Address Change (Different County)

Before You Start...

Determine if your transaction will require a fee by using the chart below. For fee transactions, you will be charged \$4.00.

Fee Transactions	No Fee Transactions
Address Change (Different County)	Address Change (Same County)
Commission Renewal	Commission Renewal
Commission Renewal with Transaction(s)	Commission Renewal with Transaction(s)

For other transactions, such as updating bond information or your social security number, please contact the Indiana Secretary of State's office at (317) 232-6532 or notary@sos.in.gov.

Locating the Notary Homepage

From the homepage of the Secretary of State's website, select "Business Services Division."



Locating the Notary Homepage

From the Business Services web page, select "Notary." This will take you to the notary homepage.



Locating the Notary Homepage

Click on the Notary web page, select "Notary Public Home Page."



Step 1

Under "Other Actions," select "Revise."



Step 2

Enter either your commission number or first and last name if you have lost your commission number.



Step 3

Click the number for your **new** commission.



Step 4

Select "Address Change (Different County)." If you need to change both your name and address, select "Name Change." If you need to change both your name and address, select "Name Change."



Step 5

Enter your driver license number (without dashes) and the last 4 digits of your Social Security number.



Step 6

Enter your address as you would like it to appear on your commission. Verify your other information is correct.



Step 7

Select your preferred method of payment and complete the process. You will be charged \$4.00 for this transaction. **NOTE: This only can be used for a commission renewal. You must print it from the payment confirmation page. If you have a problem with the payment process or need a receipt, please contact IN.gov customer assistance at 317-232-3000 or customerassistance@in.gov.**



Step 8

Your transaction is complete. Click "Print Commission" to print and print your new commission to submit. You will also be sent an email with your commission attached.



Important Reminder

If you have purchased a stamp or seal that includes any information that may have changed, such as your name or address, you will need to obtain a new stamp or seal. This can be done at a local office supply store.

Contacting the Indiana Secretary of State's Office

Phone: 317-232-6532

Email: notary@sos.in.gov

Mailing Address: Business Services Division
302 W. Washington Street
Room ED06
Indianapolis, IN 46204

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